



*The City Of
West Sacramento
Is Seeking A
City Manager*



THE COMMUNITY

The City of West Sacramento, located in California's rich Central Valley just across the Sacramento River from the State Capitol, is a diverse and emerging community of 32,000 with a vision of becoming the Premier City of the Sacramento Valley. The citizens of four established communities, seeking to improve community services and take control of their future, incorporated West Sacramento in 1987. With a strong economic base and small-town character, this business friendly community is today taking advantage of the vitality of California's fastest-growing metropolitan region.

Following incorporation, West Sacramento prepared its first general plan and adopted several specific plans to guide the development and redevelopment of key areas throughout the community. Since then, significant progress has been made in implementing these plans. In 1997, the City completed the new **Palamidessi Bridge**, a four-lane facility that increased access to the community's Southport area. Development of **Southport**, a 7,000 acre award winning master planned community with room for 4,500 homes, neighborhood schools, parks, and shopping facilities, has since been very active. Also, **Raley Field**, a 12,000-seat stadium opened in May 2000 as home to the Sacramento River Cats Triple A professional baseball team. The City has also opened the first phase of its **River Walk Park**, a riverfront recreational parkway along the Sacramento River.

The City's new **Civic Center** in the community's central business district highlights current projects. Scheduled for completion at the end of 2002, this 64,000 square

foot complex will include a two-story Galleria with reception and meeting facilities, City Council chambers, and most city offices.

West Sacramento enjoys an ideal location. Situated in Yolo County, the City is a transportation hub for Northern California. Served by two interstate freeways and a transcontinental rail line, the City is an excellent distribution center. The Sacramento International Airport, which offers 250 daily flights, is 12 minutes north of the City. The City is also

home to the Port of Sacramento that provides domestic and international shipping services to the region.

West Sacramento is midway between San Francisco and Lake Tahoe, about two hours travel from either destination. Napa Valley, the majestic Sierra Nevada mountains, and the Northern California coast are within easy driving distance. The 3,500-acre Yolo Bypass Wildlife Area, operated jointly by the State Department of Fish & Game and the Yolo Basin Foundation, is just west of the City. The nearby Sacramento-San Joaquin Delta, with more than 1,000 miles of waterways, provides many recreational opportunities.

West Sacramento offers a variety of high quality, moderately priced housing. Many entertainment, shopping, sporting activities, and cultural events abound in the region. This includes the California State Fair, Crocker Art Museum, the Robert and Margrit Mondavi Center for the Performing Arts, the

California State Railroad Museum, the NBA's Sacramento Kings, the Jazz Jubilee as well as several large shopping malls such as Sacramento's Downtown Plaza, and a variety of specialty centers. The area is also known for its theaters, cinemas, and fine restaurants. A temperate climate adds to the appeal of living in the area. Warm days and cool nights, aided by soft Delta breezes, characterize the summer months. July's average high temperature is 95 degrees. The winter season is mild with an average of 17.5 inches of annual rainfall and intermittent fog.

The Washington Joint Unified School District serves the community with eight elementary, one middle school, a high school and a continuation high school. The District is currently engaged in completing a \$25 million recently approved bond measure to modernize various schools. A good selection of private schools is also available in the City and region. Institutes of higher education nearby include the University of California, Davis; California State University, Sacramento; Golden Gate University, and the McGeorge



VISION

Where efforts and values are focused on the creation of the Premier City of the Sacramento Valley

School of Law. There are several community colleges in the region, one with a satellite campus in West Sacramento.

THE CITY GOVERNMENT

West Sacramento is a general law city and operates under the Council-Manager form of government. Citizens elect a five member City Council, each of whom serve four year, overlapping terms. The Council elects the Mayor and Mayor Pro-tem for one-

STRATEGIES

- *Plan for progress*
- *Build community consensus*
- *Establish a strong financial base*
- *Provide quality services*
- *Promote healthy neighborhoods*

year terms. The City Council appoints members to seven citizen commissions that assist the City on a variety of subjects. The City Council also serves as the Redevelopment Agency Board of Directors. The City Council appoints the City Manager and City Attorney.

West Sacramento is a full service city providing police, fire, community development, parks and community services, finance, grants and community investment, redevelopment, and public works, including water and wastewater utilities. Eight department directors are appointed by and serve at the pleasure of the City Manager. The current annual budget totals \$59 million and includes 312 full-time staff positions.

The City Manager serves as the administrative head of the municipal government and the executive director of the City's Redevelopment Agency. The office is also responsible for City Clerk, Human Resources, Management Information Services, Community Relations and Intergovernmental Relations. Administrative staff includes an Assistant City Manager, Assistant to the City Manager, Management Information Systems Manager, City Clerk, Human Resources Manager, Office Manager and eleven support staff.

There are four organized bargaining groups. Meet and confer is handled by a professional labor consultant with support provided by Human Resources and other Departments.

The current City Manager is retiring after 13 years of successful service.

CURRENT ISSUES AND PRIORITIES

Current issues and priorities to be addressed by the successful candidate include:

Redevelopment – Building on recent successes which

have brought new revenues, jobs and services to the community, the City looks to identify and implement other redevelopment projects to address problems associated with transients, alternative housing, and absentee landlord situations at several key locations.

Development – The City looks to expand its healthy business climate through new development projects along the City's emerging waterfront and at other important sites throughout the community, as well as to diversify its strong industrial base with office and commercial uses.

Engaging Entire Community – As a diverse community continues to grow, the City needs to reach out to all ethnic, cultural and service groups, existing and newly formed, to make sure they are actively engaged in the community's decision making and prosperity.

Infrastructure Maintenance – A growing community has an increasing reliance on infrastructure supporting various public services. Amid changing economic conditions and uncertain Federal and State financial support, the City will need to develop adequate funding to maintain this infrastructure.

For further information about the City of West Sacramento, see its web site at: <http://www.ci-west-sacramento.ca.us/>

THE IDEAL CANDIDATE

The ideal candidate will be an experienced city management professional with an extensive background in economic development, development services, redevelopment, as well as budget, finance, intergovernmental relations, and labor relations. This strong, common sense leader will bring excellent communication skills, be visible in and involved with an active community, and will reflect the community's dynamic and changing image in the region. The new City Manager will develop a strong relationship with the Council based on partnership, mutual trust, respect, regular and candid communication, and equal treatment of all members.

Specific qualifications are as follows:

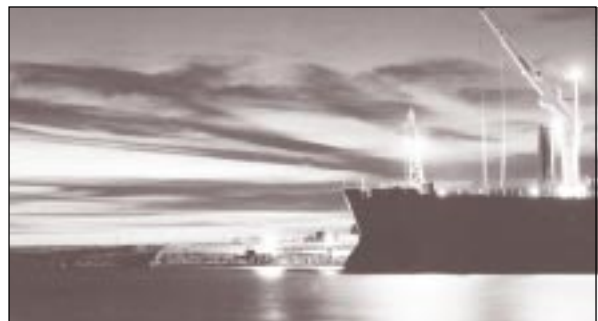
EDUCATION AND EXPERIENCE

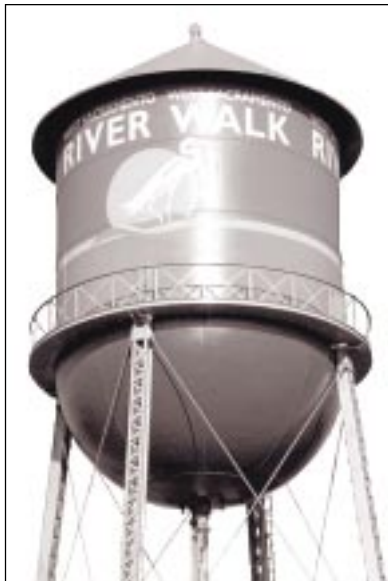
Local governmental executive level experience as a city manager or top-line assistant, with broad experience in all aspects of municipal management, and a general city management career focus. California experience is preferred.

A Bachelor's degree in public or business administration or related field is expected; a Master's degree is desirable.

LEADERSHIP AND MANAGEMENT STYLE

- A people-oriented leader who can establish a sound working relationship with the City Council, City staff and community.





- An effective, service oriented manager who respects employees, holds the organization accountable, leads necessary staff development and cultivates high morale.
- Someone who will develop a strong identity with the West Sacramento community, its citizenry and unique characteristics.

COMPETENCIES AND PERSONAL CHARACTERISTICS

- productive; can address multiple projects effectively, yet maintains a clear, big-picture vision for the City
- will maintain and enhance the City's fiscal health; manage City resources wisely
- experienced in working effectively in a diverse community with a broad range of personalities
- responsive to the community, City Council and employees
- a facilitator of consensus and collaboration
- prefers to work mostly behind the scenes, and does so effectively
- can serve impressively as City spokesperson when necessary
- a people person; accessible and approachable
- intelligent, innovative and confident; has fun

- a team builder and mentor; committed to developing City staff to their fullest potential
- calm under pressure; thick skinned; and possesses a good sense of humor
- patient; not easily deterred by criticism or controversy
- works effectively with labor organizations
- politically aware and sensitive, yet apolitical

COMPENSATION AND BENEFITS

The salary for the City Manager will be negotiated with the City Council and be based on the qualifications of the successful candidate. The City offers an attractive benefit package, certain elements of which are negotiable, that includes:

PERS Retirement - Employees participate in the Public Employees Retirement System (PERS) 2% at 55 plan; average of highest 3 years. The City pays the employee's 7% contribution.

Medical, Dental and Vision Insurance – Premiums fully paid by City for employee and family. Health insurance through PERS; covers employee and family after retirement. Self-insured dental plan. Vision insurance through Vision Service Plan.

Holidays – 10; plus 3.5 floating days annually.

Vacation Leave – Standard schedule includes 10 days annually during first 5 service years, with increases thereafter to a maximum of 25 days per year. May sell back up to 96 hours per year.

Sick Leave – 12 days annually.

Management Leave – 80 hours per fiscal year.

Life Insurance – City paid term life plan available.

Long Term Disability Insurance – City pays premium.

Deferred Compensation (457 k) – City contribution negotiable.

Money Purchase Plan (401 k) – City contribution negotiable.

Career Enhancement

Reimbursement – City reimburses \$400 per fiscal year for job related books, tuition manuals, personal computer hardware and software.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for the position, please submit a resume with current salary and three work-related references directly to:

SHANNON
EXECUTIVE SEARCH

A DIVISION OF

CPS Human Resource Services
FOR PUBLIC AGENCIES

Kris Kristensen
SHANNON EXECUTIVE SEARCH
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website: www.cps.ca.gov/shannonassoc

The final filing date for this position is **Friday, June 21, 2002.**

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with most relevant qualifications will be given preliminary interviews by the consultants in early July. Candidates appearing best suited for the City of West Sacramento will be reported to the City Council. The Council will select 6-8 candidates to participate in an interview in West Sacramento sometime in mid July. An offer of appointment is anticipated by August 2002 following a final interview, as well as full reference and background checks.